



Department of Energy
Germantown, MD 20874-1290

August 14, 2003

MEMORANDUM TO: DISTRIBUTION
FROM: *[Signature]*
ASSOCIATE CIO FOR BUSINESS AND
INFORMATION MANAGEMENT (IM-10)
SUBJECT: CHANGES IN RECORDS PROGRAM

This memorandum is to make you aware of proposed changes in the Records Management Program. The National Archives and Records Administration (NARA) has developed a new approach to ensure government accountability in the handling of temporary records; i.e. records approved for disposal after a specified retention period has been met. Agency officials will be required to provide assurances that the rights and interests of citizens are protected and that records are managed efficiently and destroyed according to approved disposition instructions when their usefulness has expired.

A designated senior official within each Program Office will be required to sign all SF-115 forms, "Request for Disposition Schedule", that originate from their Program, including Field and contractor offices. By signing, the official will be assuring NARA that an internal review has been conducted and that all recordkeeping requirements associated with the creation and maintenance of records related to the program function have been taken into account. The Office of General Counsel will also be required to assure that the proposed retention periods are consistent with the minimum retentions required by applicable laws and regulations. In cases where proposed disposition instructions could be controversial, NARA may require agencies to manage and report on a public review process conducted through the Federal Register.

In order to help organizations prepare for this responsibility, in FY 2004 the Records Management Division will begin to coordinate all records management activities through Headquarters Program Offices. Support is currently provided directly to Records Managers in Field and contractor offices and Records Liaisons at Headquarters. A point of contact for your organization familiar with the Program's missions and functions, Field and contractor offices, and Records Management regulations will be required.

